THE GREEN BUILD MOVING FORWARD SOARING HIGHER

www.CAPS4TPF.com

Online Daily Construction Reports

User's Manual

Turner PCL FLATIRON

A Joint Venture

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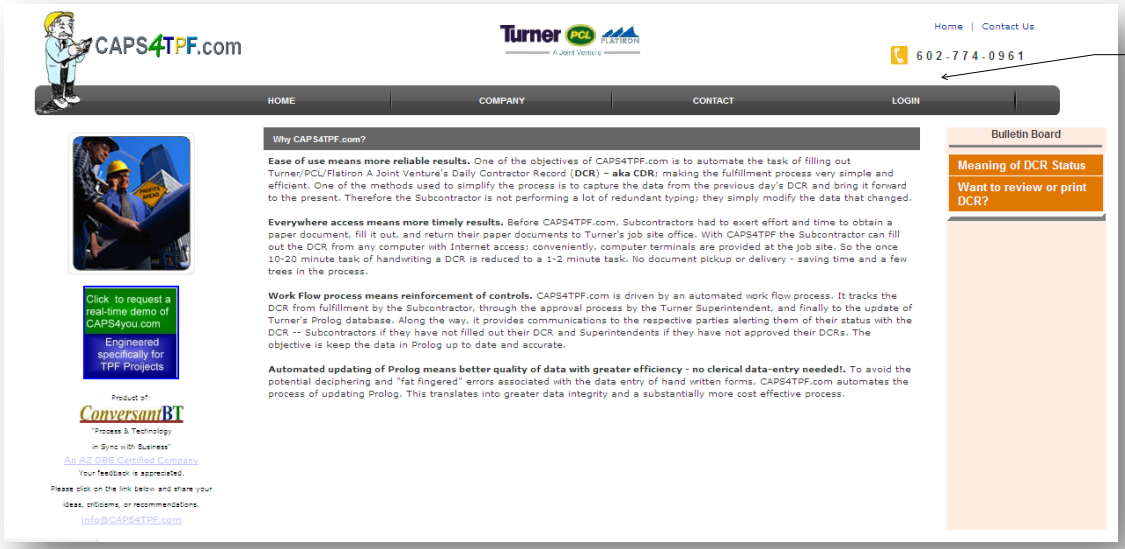
CAPS4TPF Home Page

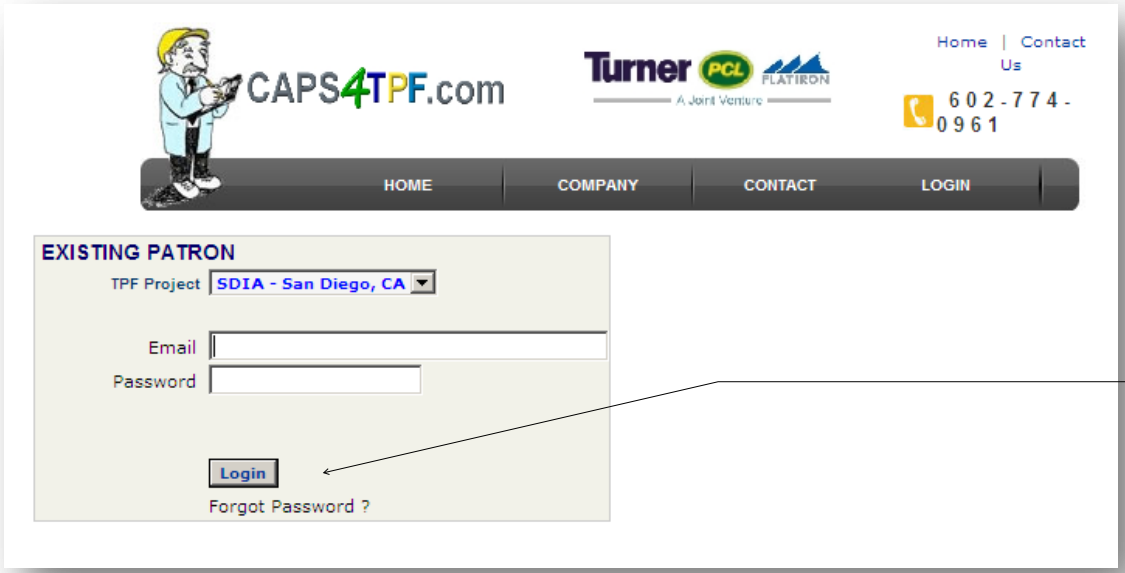
The Bulletin Board can be used to communicate relevant information to the Turner/PCL/Flatiron – A Joint Venture community. Website: www.caps4tpf.com


CAPS4TPF.com
Turner PCL FLATIRON
A Joint Venture
Home | Contact Us
602-774-0961
HOME
COMPANY
CONTACT
LOGIN
Why CAPS4TPF.com?
Ease of use means more reliable results. One of the objectives of CAPS4TPF.com is to automate the task of filling out Turner/PCL/Flatiron A Joint Venture's Daily Contractor Record (DCR) – aka CDR; making the fulfillment process very simple and efficient. One of the methods used to simplify the process is to capture the data from the previous day's DCR and bring it forward to the present. Therefore the Subcontractor is not performing a lot of redundant typing; they simply modify the data that changed.
Everywhere access means more timely results. Before CAPS4TPF.com, Subcontractors had to exert effort and time to obtain a paper document, fill it out, and return their paper documents to Turner's job site office. With CAPS4TPF the Subcontractor can fill out the DCR from any computer with Internet access; conveniently, computer terminals are provided at the job site. So the once 10-20 minute task of handwriting a DCR is reduced to a 1-2 minute task. No document pickup or delivery - saving time and a few trees in the process.
Work Flow process means reinforcement of controls. CAPS4TPF.com is driven by an automated work flow process. It tracks the DCR from fulfillment by the Subcontractor, through the approval process by the Turner Superintendent, and finally to the update of Turner's Prolog database. Along the way, it provides communications to the respective parties alerting them of their status with the DCR -- Subcontractors if they have not filled out their DCR and Superintendents if they have not approved their DCRs. The objective is keep the data in Prolog up to date and accurate.
Automated updating of Prolog means better quality of data with greater efficiency - no clerical data-entry needed!. To avoid the potential deciphering and "fat fingered" errors associated with the data entry of hand written forms, CAPS4TPF.com automates the process of updating Prolog. This translates into greater data integrity and a substantially more cost effective process.
Bulletin Board
Meaning of DCR Status
Want to review or print DCR?
Click to request a real-time demo of CAPS4you.com
Engineered specifically for TPF Projects
Product of:
ConversantBT
"Process & Technology In Sync with Business"
An AZ DBE Certified Company
Your feedback is appreciated.
Please click on the link below and share your ideas, criticisms, or recommendations.
Info@CAPS4TPF.com

Click on Login.

Login Screen

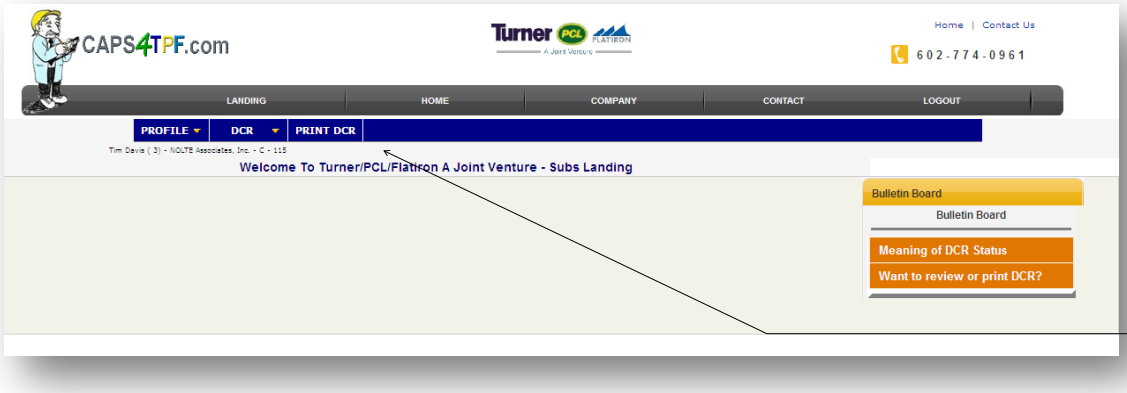
Enter your email address where denoted. For first time users your password is 123456. You will be prompted to enter a new password. The system will ask for your old password, which is 123456, and then enter your new password twice.



Enter your email address and password and click on *Login.*

Subcontractor Landing

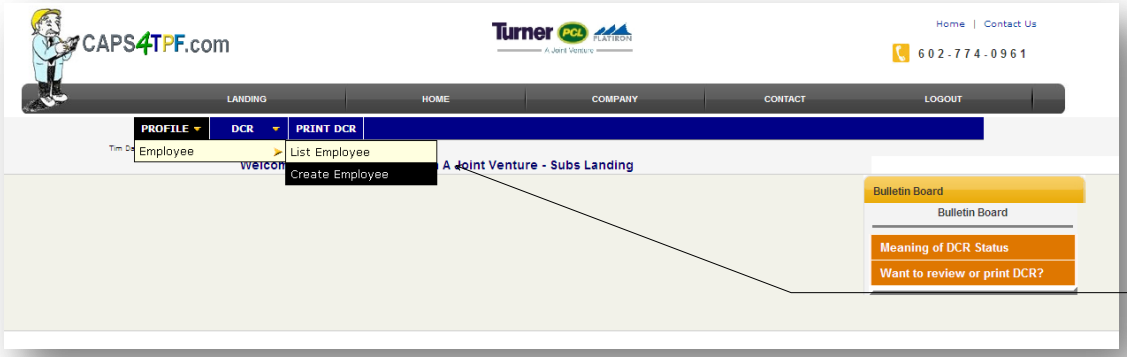
Home base for subcontractor employees.



Navigate between Profile, DCR and Print DCR.

Profile

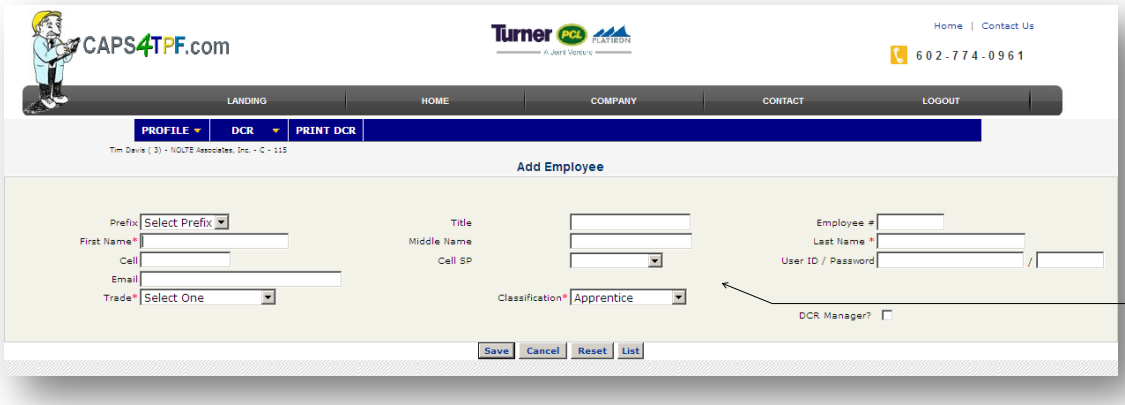
List company employees.
Add new employees.



To see a list of all your company employees or add a new one.

Create Employee

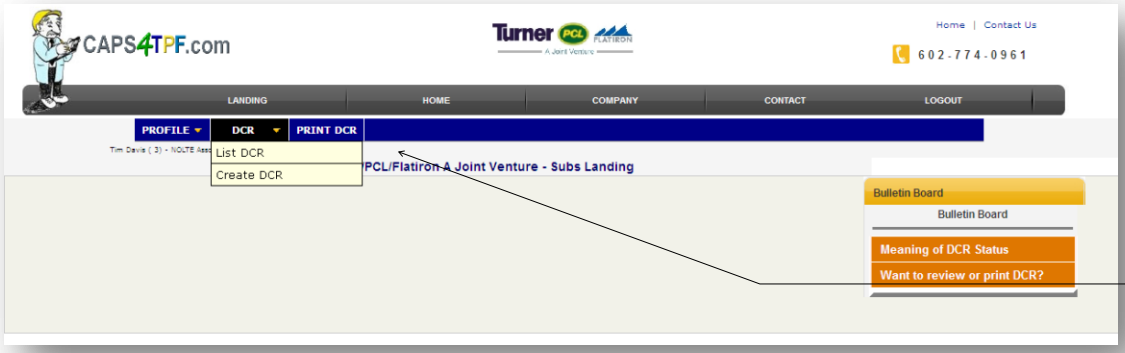
Add new employees - Personal Information, Trade and Classification.



Enter all necessary information and click on *Finish* to create a new employee.

DCR – Daily Construction Report

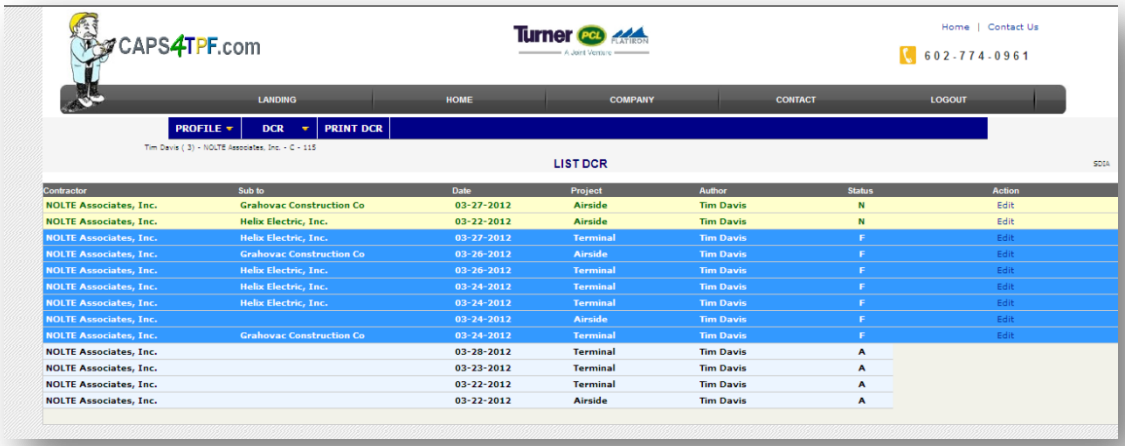
List DCR's.
Create new DCR.



To see a list of all your DCR's or create a new DCR

List DCR's

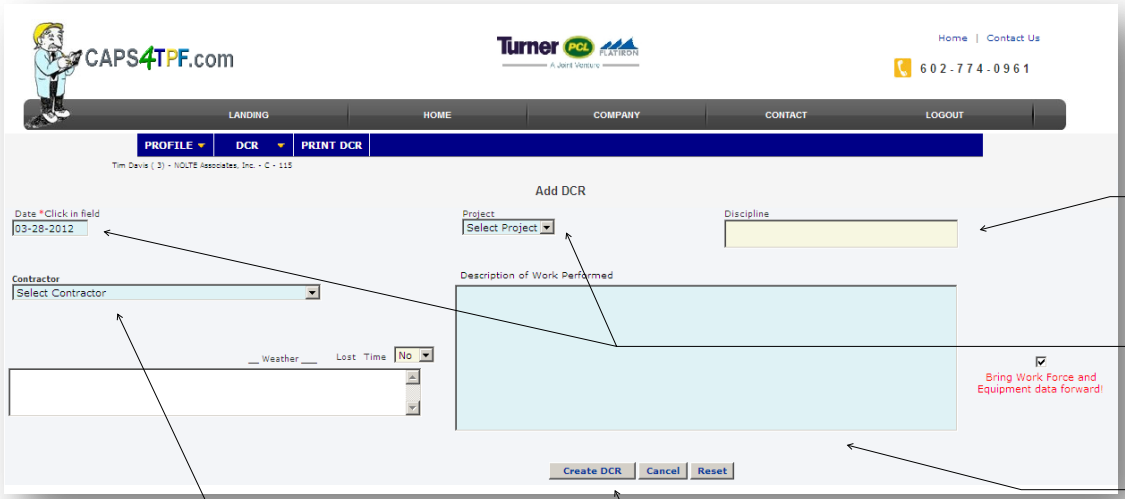
View new (N), finished (F), approved (A) and rejected (R) DCR's.
New and finished DCR's can be edited by clicking on the *Edit* button on the right.



Contractor	Sub to	Date	Project	Author	Status	Action
NOLTE Associates, Inc.	Grahovac Construction Co	03-27-2012	Airside	Tim Davis	N	Edit
NOLTE Associates, Inc.	Helix Electric, Inc.	03-22-2012	Airside	Tim Davis	N	Edit
NOLTE Associates, Inc.	Helix Electric, Inc.	03-27-2012	Terminal	Tim Davis	F	Edit
NOLTE Associates, Inc.	Grahovac Construction Co	03-26-2012	Airside	Tim Davis	F	Edit
NOLTE Associates, Inc.	Helix Electric, Inc.	03-26-2012	Terminal	Tim Davis	F	Edit
NOLTE Associates, Inc.	Helix Electric, Inc.	03-24-2012	Terminal	Tim Davis	F	Edit
NOLTE Associates, Inc.	Helix Electric, Inc.	03-24-2012	Terminal	Tim Davis	F	Edit
NOLTE Associates, Inc.		03-24-2012	Airside	Tim Davis	F	Edit
NOLTE Associates, Inc.	Grahovac Construction Co	03-24-2012	Terminal	Tim Davis	F	Edit
NOLTE Associates, Inc.		03-28-2012	Terminal	Tim Davis	A	
NOLTE Associates, Inc.		03-23-2012	Terminal	Tim Davis	A	
NOLTE Associates, Inc.		03-22-2012	Terminal	Tim Davis	A	
NOLTE Associates, Inc.		03-22-2012	Airside	Tim Davis	A	

Create DCR

Create a new DCR's.
Enter Date, Contractor, Project, Discipline and Description.



If the DCR is for a nightshift, enter *Nightshift* in the discipline box

(1) Start with entering the date
(2) choose the project.

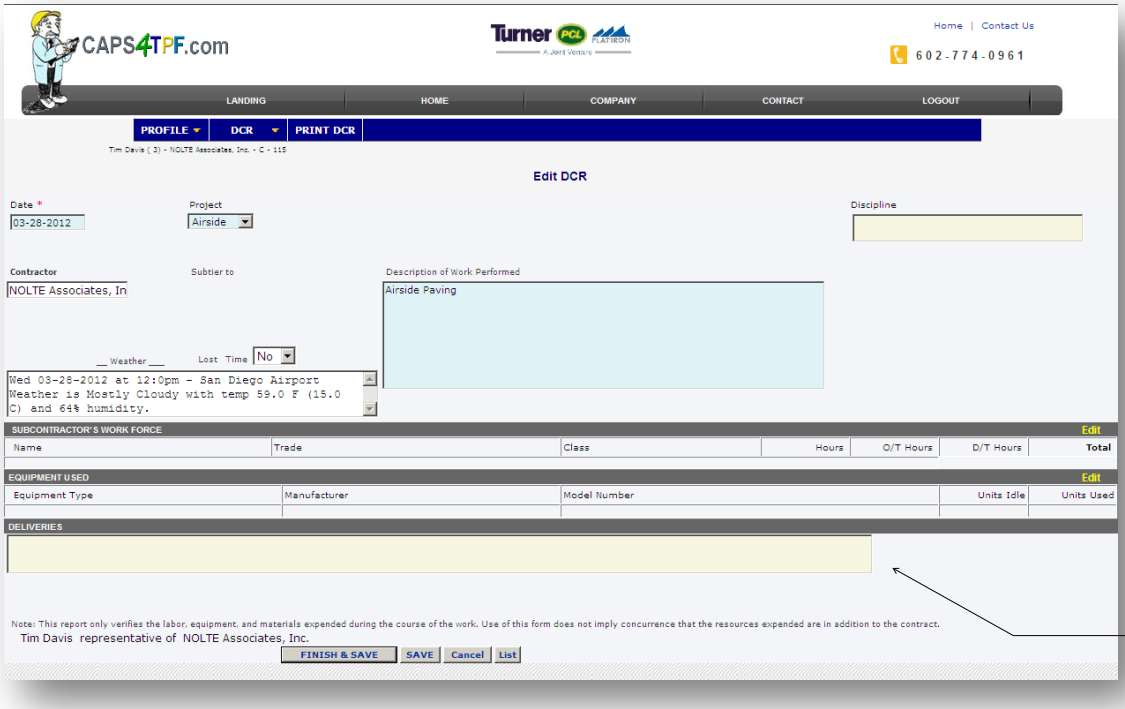
(4) Put in the description of the work you performed

(3) Select if your working as a prime contractor or as a sub

(5) Hit Create DCR - Workforce and Equipment will be entered on the next screen

Complete DCR

Enter Workforce, Equipment and Deliveries.

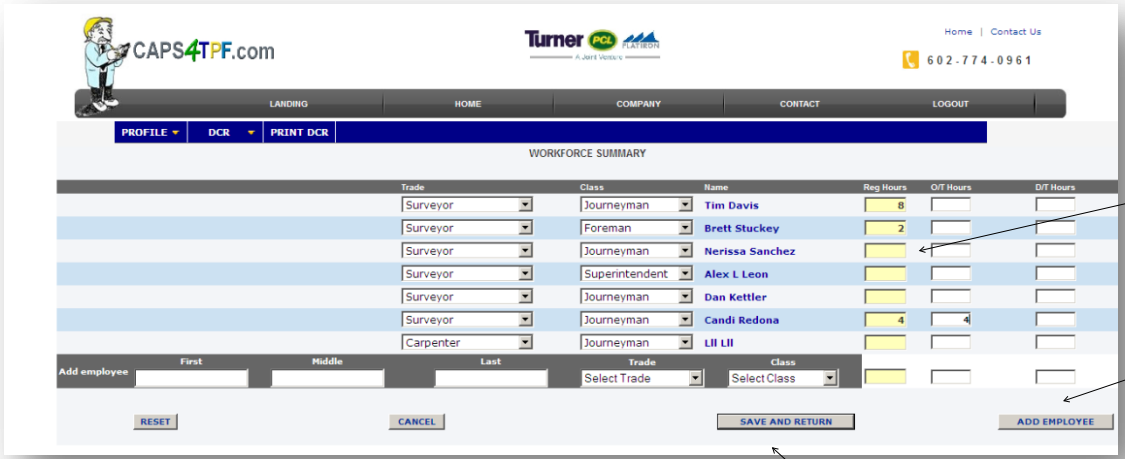


Click on *Edit* to enter workforce or Equipment

Enter any deliveries you received

Workforce

Enter Regular Hours, Overtime and D/T Hours for your Employees.
Select Trade and Class.



Enter working time and select Trade and Class.

You can also add a new employee

Hit *Save and Return* when you're done.

Equipment

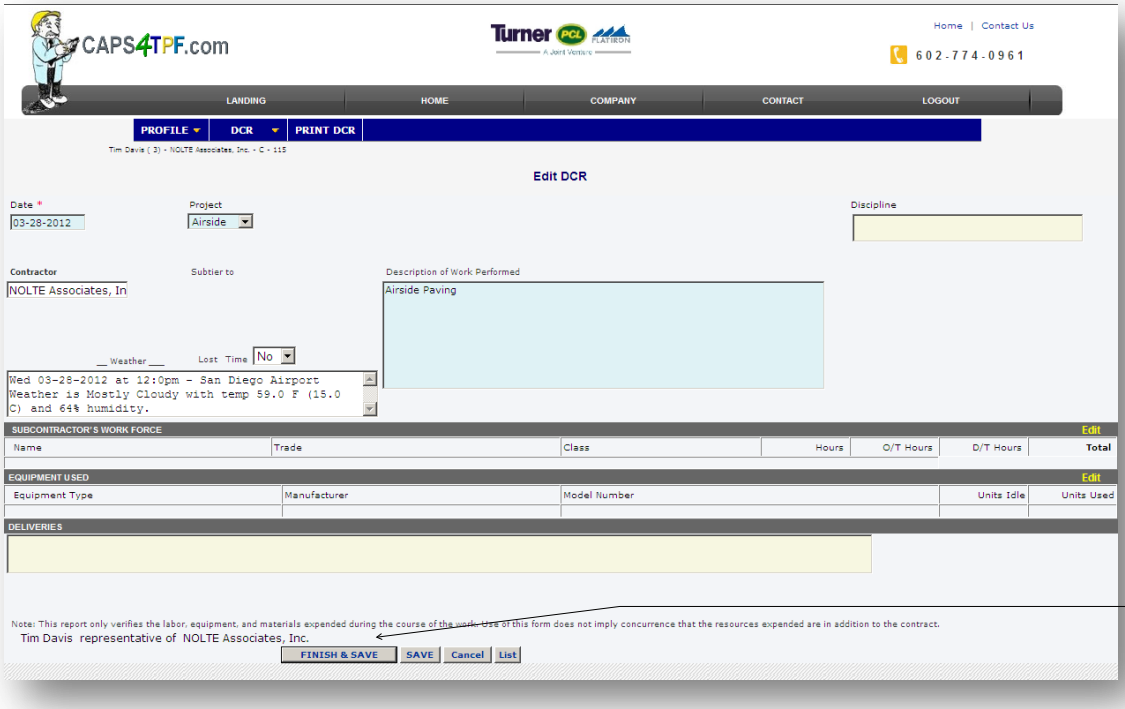
Enter Used and Idle Equipment.

Hit Save and Return to DCR when you're done entering your Equipment

DCR Review

Review your DCR

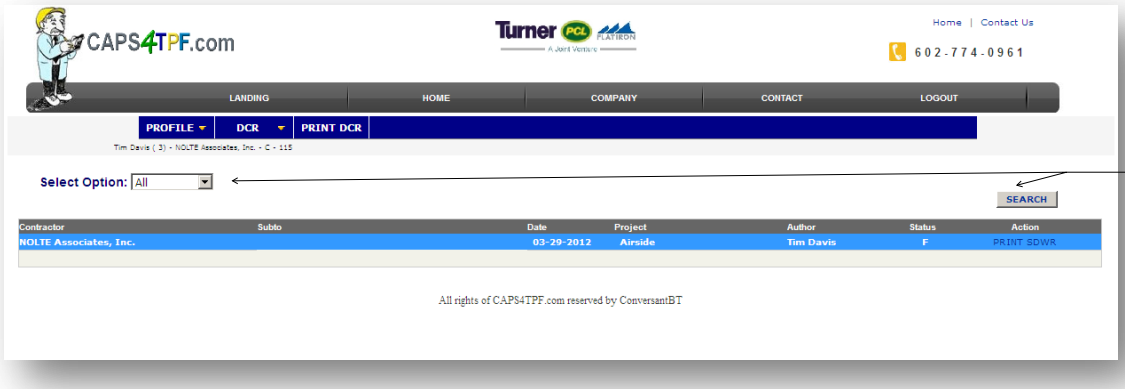
→ If everything is correct click on *Finish & Save,* it will then be sent to the Superintendent for approval.



Before you hit *Finish & Save* make sure the information is complete and correct.

Print DCR

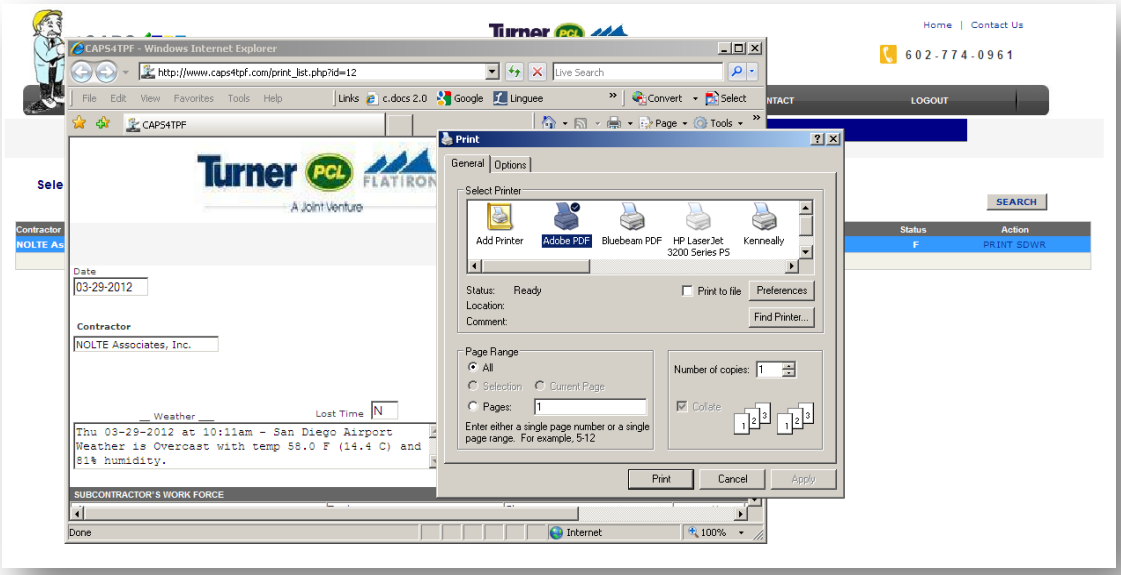
Select option and click on *Search* to list your companies DCR's.



Select Option and click *Search* to get a list of your DCR's.

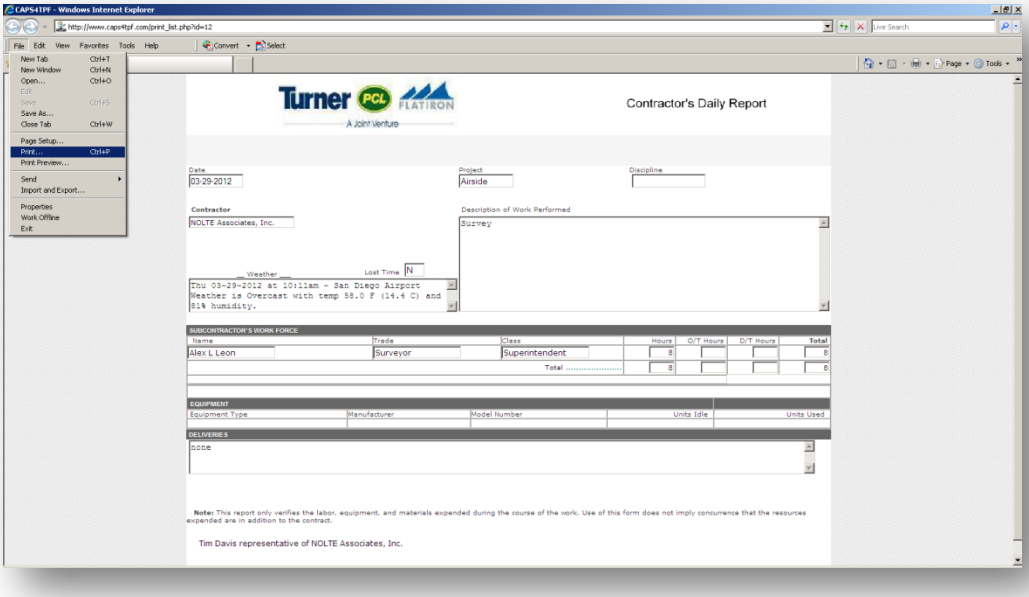
Print DCR – Printer Settings

By clicking on *PRINT SDWR* a new window opens up.
Select a printer and proceed or close the printer settings window to review the DCR.



Print DCR – Review DCR

After reviewing the DCR click on *File* → *Print*.



Frequently Asked Question

01) **What do I do if I have to revise a DCR which is already approved?**
02) **Who is the Superintendent approving my DCR's?**
03) **Is it possible to create a new DCR with the same data I entered the day before?**
04) **How do I enter night shift?**
05) **What if we worked on the Terminal and the Airside – I can only pick one option.**
06) **How do I add a new subcontractor?**
07) **Daily Construction Reports of our subcontractors**
08) **What if our subcontractors don't have access to a computer?**
09) **When do I have to turn in my DCR's**
10) **Who do I contact with questions I have?**

01) What do I do if I have to revise a DCR which is already approved?

- Contact your JV Superintendent, the DCR will then be redirected to you.

02) Who is the Superintendent approving my DCR's?

- Click **here** for a list of the Superintendents.

03) Is it possible to create a new DCR with the same data I entered the day before?

- A new created DCR will automatically carry over the data you entered for the previous day. In case you want a blank DCR uncheck the *Bring Work Force and Equipment data forward* box on the *Add DCR* screen.

04) How do I enter night shift?

- Enter *Nightshift:* in either the discipline or the description box. Do then enter the description of the work performed.

05) What if we worked on the Terminal and the Airside – I can only pick one option!

- You have to create two separate DCR's.

06) How do I add a new subcontractor?

- Contact your JV Superintendent or Sarah Llamas (sllamas@tdpc1.com)

07) Daily Construction Reports of your subcontractors:

- You are responsible for your subcontractors. You can either have them turning in their DCR's through the new online system or do it for them. Each subcontractor has its own account, so you can login as them. If you want to include their hours on your DCR feel free to do so – please add a comment in the *Note* box next to the employee stating which company he is working with.

08) What if our subcontractors don't have access to a computer?

- Have them using the c.docs station in the JV Trailer or
- have them using the c.docs Station in the Green Trailer or
- do their DCR's for them.

09) When do I have to turn in my DCR's

- You have 72h after the work was performed. If you do not turn in your DCR's on time you as well as your Superintendent will get an Email notification.

10) Who do I contact with questions I have?

- First: Take a look at the FAQ's
- DCR Creation, Approval, Rejection – responsible Superintendent
- Administrative questions: sllamas@tdpc1.com

JV Superintendent	Prime Subcontractor	2nd Tier Contractor	3rd Tier Contractor	4th Tier Contractor
Brett Stuckey	**Allied Geotechnical**			
Jano Jimenez	**Bomel Construction**			
		BLC		
		Bonita Valley Excavation		
		Courtney Inc.		
		Maxim Crane Rental		
		Merli Concrete Pumping		
		Miller Environmental		
			California Equipment Rentals	
		Paramount Scaffold		
		Penhall		
		Russell Coker Inc. (RCI)		
			Bragg Crane	
			Maxim Crane	
		Cano Architectural Concrete Repair		
Eric Lusis	**Cabrillo Hoist**			
		Maxim Crane		
Andy Klobucnik	**California Comfort Systems**			
		Cable Pipe & Leak		
		Cut 'n Core		
		Go-Staff		
		J.W. Harris Co.		
		Karcher Interior Systems, Inc		
		Koppl Pipeline Systems		
		Laser Electric		
			Siemens Industry	
		ModSpace		
		Tri-County Insulation		
		Marco Crane Rigging		
		Penn Air Control, Inc		
		San Diego Machinery Movers		
		Trane US Inc		
August Reiss	**Clark Steel Fabrication**			
		Commerical Scaffolding, Inc.		
Doug Hood	**Commercial and Industrial Roofing**			
		Accurate Engineering		
		Alonso Roofing		
		Cell-Crete Corporation		
			Maxim Crane Works	
			Bob's Crane Service	
		Challenger Sheet Metal		
		Bob's Crane Service		
Dave McConkey	**Component West**			
		Canyon Insulation		
		ALCAL		
		ALCAL		
		General Coatings Corp		
		E. L.Hobbs		
		West Pac Interiors		
		Paramount Scaffold		
		JW Stratton		
Andy Klobucnik	**Cosco Fire Protection**			
		Cable Pipe & Leak		
		Liberty Backhoe		
		Cut 'n Core		
Roger Foynes	**Crown Corr**			
		Clark Pacific		
			Valley Waterproofing	
		Sun Pacific Glazing		
			Stanley Access, Inc.	
Bill Janda	**Flatiron**			
		Adkan Engineers		
		Austin Enterprises		
		Bob Turner's Crane		
		Cut-N-Core		
		Daley Corporation		
		Diamond		
		Easy Turf		

		Ensley Electric		
			Casper Company	
		Inline Fence & Rail		
		Merli Concrete Pumping		
		Morales Contracting Service MCS		
		Payco Specialties		
		Russell Coker, Inc. RCI		
		Sona Clayton, dba Action Service		
		Twining Laboratories		
		Urbina's Master Sweeping		
		Maxim Crane		
Bob Buchner	**Grahovac Construction**	E. L. Hobbs		
		ALCAL Specialty Contracting, Inc.		
		Richardson Steel, Inc		
			Bob Turner's Crane Service	
		Cable, Pipe & Leak Detection		
		Dave Whipple Sheet Metal		
		Simmons & Wood		
		Cement Cutting		
		Decisive Testing		
		R.E. Staite Engineering, Inc		
		Nolte Associates		
		SAMPAT Concrete		
			Dolphin Steel, Inc	
		KT Construction, Inc		
		Legend Fence		
		Sylvester Roofing		
		Allumnawall, Inc		
		General Coatings Corp		
		Commercial Scaffolding, Inc		
Doug Organ	**Golden Image Window**			
Roger Foynes	**Heinaman Contract Glazing**			
		Bob Turner's Crane Service		
		Lawrence B. Bonas Company		
		Cal State Steel		
			Bob Turner's Crane Service	
			Granada Wrought Iron, Inc	
		Regal Industries		
Andy Klobucnik	**Helix Electric**			
		Bert W. Salas, Inc.		
		Power Plus		
		Cable Pipe & Leak Detection		
		Cement Cutting		
		Intersect Technology Institute dba ITI Cabling		
		Merli Concrete Pumping		
		Nolte		
		Ocean Blue Environmental Services		
		Siemens Industry		
		Bragg Crane Service		
		C & R Transfer Corp		
		CM Firestop, Inc		
		Power Systems Testing		
David Corona	**Inland Pacific Tile**			
David Corona	**ISEC, Inc. (Gate/Ticket Counters)**			
David Corona	**ISEC, Inc. (Ornamental Metals)**			
		Richardson Steel		
		Integrated Glass		
David Corona	**ISEC, Inc. (Millwork)**			
Jano Jimenez	**JR Construction**			
Dave McConkey	**KHS&S Contractors**			
Brett Stuckey	**Martin Bros./ Marcowall, Inc.**			
		Alert Insulation		
		CSI		
		Courtney		

		Karcher Interior Systems		
		Richardson Steel, Inc		
David Corona	**Martin Integrated**			
Dave McConkey	**McBride Door & Hardware, Inc**			
Jano Jimenez	**Miller Environmental Inc**			
		California Equipment Rentals		
	Nature Maker			
Brett Stuckey	**Nolte**			
Doug Hood	**Otis Elevator**			
		Western Foundations		
		Bob Turner's Crane Service		
		Travertine		
Cris de Leon	**QC Southwest**			
		Construction Testing & Engineering (2)		
		Blue Torch Plumbing		
		Richard Yen		
Dave McConkey	**Resource Floors, Inc**			
		Magnesite, Inc.		
Woody Glass	**SAIC**			
		SEE&I		
			ADT Federal Systems Division	
				ESS Specialty Systems
			Electronic Data, Inc.	
			Network Cabling	
			Helix Electric	
			Tel Tech Plus, Inc.	
August Reiss	**Schuff Steel**			
		Anning-Johnson		
		BLC		
		Maxim Crane Rental		
		Paramount Scaffold		
		Southwest Steel / Southwest Architectural Metals		
Dan Colburn	**Siemens Industry**			
		Ludvick Electric		
			February Enterprises	
Woody Glass	**Sign Age Identity Systems**			
Woody Glass	**SITA North America**			
		Audio Associates		
		CSA Constructors, Inc.		
		Inspired Networks		
		KR Wolfe		
Doug Organ	**T.B. Penick & Sons**			
		Triton Structural Concrete, Inc		
Bill Janda	**The Land Stewards**			
August Reiss	**Whitmore Steel**			